



YOUTH OUTREACH ASSISTANT

An opportunity is available to work as a Youth Outreach Assistant within the Public Affairs Section at the U.S. Consulate General Melbourne.

Salary: A\$67,635 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of university degree in liberal arts, education, communications/journalism, social sciences or international relations is required.
2. At least three years of progressively more responsible experience in education, public relations, NGOs, media or cultural affairs is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. In-depth knowledge of U.S. and Australian governments, societies, educational systems and cultures is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Human Resources Office, U.S. Consulate General Melbourne, Lv.6/553 St. Kilda Rd., Melbourne, VIC 3004 or via email to: MELBHR@state.gov by November 2, 2015.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

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| POSITION TITLE: YOUTH OUTREACH ASSISTANT | POSITION GRADE LE- 7 (STARTING SALARY A\$67,635) |
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the supervision of the Cultural Affairs Specialist in the consulate's Public Affairs Section (PAS), the Youth Outreach Assistant oversees the implementation of public diplomacy programs focused on youth outreach. The Youth Outreach Assistant also works with the Alumni and Education USA coordinators to help promote greater contact with and cooperation among alumni of U.S. government exchange programs, with an emphasis on young alumni, to strengthen understanding of and opportunities for study in the U.S., and to foster a partnership with the U.S. and highlight the role of youth. The Youth Outreach Assistant organizes events and programs for youth audiences, integrates youth into all appropriate Mission programs, and liaises with colleagues within the Mission and in relevant offices in Washington. The Youth Outreach Assistant advises the Public Affairs Officer (PAO) and the Cultural Affairs Specialist how to best utilize youth contacts and networks as a resource to enhance Public Affairs programs and advance Mission goals.

Major Duties and Responsibilities

A) Outreach to Younger, Targeted Audiences:

- Develop and implement a programmatic and communications strategy to effectively engage and build understanding with younger generations (as defined and to meet current needs, e.g. on a range from primary school to young professionals) throughout the Melbourne Consular District of Victoria, South Australia, Tasmania and the Northern Territory.
- Serve as Post's liaison with Mission and Washington Youth Outreach Offices.
- Review the suitability of ECA and IIP products (from State Department's Cultural and Information Bureaus) and integrate as appropriate in Post programs for youth and younger audiences.
- Oversee the Ben Franklin Club (BFC) at Post, communicating with existing and identifying new members, arranging bimonthly events, and devising an annual plan. BFC is a networking group for contacts identified as important for the Consulate in the age range of 20-38.
- Represent the Consulate at appropriate events as determined by PAO.
- Research and stay with current trends relevant to the target audience.

B) Cultural and Media Affairs Support:

- Assist with the integration of youth outreach strategies, programs and.
- Assist in the development and implementation of youth outreach strategies across all media.

- Research and maintain up-to-date and comprehensive contact database of key outreach groups including universities, youth leaders and organizations, and alumni.
- Create and maintain outreach record for Consul General and Officers, and schedule upcoming events.
- Construct and maintain comprehensive record of post-specific grants and IVLP programs.
- Assist with Mission Activity Tracker and a variety of other quantitative and qualitative reporting requirements.
- Assist with managing and staffing PAS events.
- Other duties as requested.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of university degree in liberal arts, education, communications/journalism, social sciences or international relations is required.
2. At least three years of progressively more responsible experience in education, public relations, NGOs, media or cultural affairs is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. In-depth knowledge of U.S. and Australian governments, societies, educational systems and cultures is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Management Section/HR
U.S. Consulate General

Level 6/553 St. Kilda Rd.
Melbourne, VIC 3004

Or via email to: MELBHR@state.gov

THE DEADLINE FOR APPLICATIONS IS NOVEMBER 2, 2015.

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References